


Northern Great Plains National Parks – Fire Management  <b>Standard Operating Procedures</b>		<b>Section:</b>  <b>Dispatching</b>	<b>Revised:</b>  2-13-2003	<b>Number:</b>  201
		<b>Subject:</b> <b>Dispatching Resources to an Out- of-Park Assignment</b>		<b>Page:</b>  1 of 3

**I. Scope:** This SOP applies to dispatching of NPS resources that are located in one of the seven Northern Great Plains Area parks.

**II. Purpose:** To provide consistent, efficient, and safe mobilization of resources.

**III. Procedure:**


### **Dispatching Responsibilities**

Karri Fischer, Fire Program Assistant  
Doug Alexander, Fire Management Officer  
Steve Ipswitch, AFMO, Suppression  
Dan Morford, AFMO, RX Fire


### **Dispatch Procedures:**

*When an order for a crew, equipment or overhead is received:*

1. In most instances, Custer Dispatch Center will fax to the office the resource order with all of the information filled in. If you are at home and cannot get a fax, make sure that you get this the resource order information from dispatch (Incident name, Incident/Project Order Number Office Reference (usually a P number), the response location, the lat and long if available, and most importantly the phone number that they can contact.) Make sure to get this information from dispatch, as the firefighter will need to know this. Also make sure that dispatch faxes the order to our office.
2. Refer to the availability list to find available person. Contact the appropriate park fire coordinator or their representative (this includes Wind Cave). The park fire coordinator will make contact with the person and confirm their availability. If you are filling the order with a NGPA Fire employee you can contact them through their supervisor or directly.
3. To get an account number for the assignment, fax the completed resource order to Connie Burns or Janelle Smith at the Midwest Regional Office (speed dial number 8 on the fax machine). They will assign the appropriate account number and fax the order back to you with the number. You can only get these numbers during normal business hours so if the dispatch is after hours make sure to remember to fax the order in the morning.

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4. If Custer Interagency CC does not make the airplane reservations, if necessary, make them through Omega World Travel.
  - a. 1-877-434-1554  
 Monday through Friday (0730-2000 EST)  
 Saturday and Sunday (1300-2100 EST)
  - b. After Business Hours – 1-800-964-6342 (this office is open 24/7. You should only call this number when our regular office (above) is closed. The code that you will need to give the travel agent is W-GSV-National Park Service.
  - c. When making reservations through Omega, if the traveler does not have a profile with Omega, you will need to use the corporate credit card to make their reservation. You all know where to find the corporate card number. They will ask you for a Travel Authorization number and an account number. Please use TA1561-C-TRAV and account number 1561- -P11. You can use this TA number and account number for all of the travelers. Make sure that if you use the corporate card that you email Sandy with the date of the charge, the amount and the correct account number to charge them to.
5. If the traveler is a FIREPRO Funded position at Wind Cave, they can travel on their limited open travel authorization. If not, their resource order can serve as their travel authorization until one can be completed for them. If the traveler is from Wind Cave, Karri or the Fire Program Clerk can complete the authorization. If they are from another park, their park should complete their travel authorization.
6. Complete a manifest (SF-245) if three or more people are traveling together. You can locate a blank form either on the “Z” drive in the “Forms” folder or in the lower left desk drawer of Karri’s desk. Designate a "Chief of Party"; give the COP four copies of the manifest.
7. The Fire Management Officer or the Park Fire Coordinator will inspect all FFT1s and FFT2s before they leave the park to ensure that the individuals have the proper equipment and boots and to insure that their gear is within the weight restrictions. The weight limitations are: one frameless soft pack not to exceed 45 pounds, and web gear or briefcase (not both) not to exceed 20 pounds. This is especially important if the traveler is flying. If the firefighter’s gear is overweight they may be asked to remove items to get within weight.
8. Give each employee his/her original TA or a copy of their resource order.

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9. Transportation to the airport
  - a. Line up a driver(s) if necessary. (Check availability list or use folks from other divisions who are on days off)
  - b. The crew **always** travels together.
  - c. Vehicles to use: at Wind Cave, utilize the Fire Management Vehicles.
10. If the dispatch was not within working hours, please remind the fire coordinator that they should notify the person's Division Chief **ASAP** during working hours.
11. Assign a local park fire number. The list of fire numbers can be found in the rust colored folder marked Fire Report (1202) Log. A support action 1202 will be done for each assignment.
12. Complete and give to the travelers the "Fire Assignment Information" sheet. At WICA, it can be found at:  
z:\dispatching\fireAssignmentInfo
13. Complete the Fire Report form (DI-1202).

All reference materials for Dispatching can be found on the shelf immediately adjacent to the Fire Program Assistants' desk

1. (NGPA) Northern Great Plains Area Mobilization Guide
2. Custer Dispatch Center Operating Plan
3. Resource Order Binder
4. Fire & Aviation Directory
5. Regional Mobilization Guide
6. National Mobilization Guide
7. Interagency Fire Use Management Teams Operating Guide
8. Prescribed Fire Modules Operating Guide

Z:\SOPs\SOP-Dispatching